



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:
December 7, 2011

Position Action #:
1112-143G6

Position:
Senior Legal Typist

Tenure, Time Base:
Permanent, Full Time

Salary Range:
\$2589 - \$3148 Range A
\$2894 - \$3516 Range B

Contact:
Joy Tsusaki (916) 263-6803

Location:
CUIAB, Appellate Operations
2400 Venture Oaks Way, Suite 300
Sacramento, CA 95833

Final Filing Date:
December 14, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general direction of the Legal Support Supervisor I, the Senior Legal Typist performs a variety of legal secretarial and administrative duties necessary to maintain the support functions of a legal office and is responsible for typing decisions, and registering and processing Board appeals from 12 field offices. This position requires an in-depth knowledge of departmental programs, the ability to take initiative and make independent decisions on numerous issues and situations. The Senior Legal Typist is required to be able to proficiently perform duties in the areas of Transcription, Board Appeals and Registration, and Case Management.

FUNCTIONS:

- Transcribes verbatim proposed CUIAB decisions in final form from handwritten documents and rough drafts stored on the network.
- Reviews and types a wide variety of appeals from written and electronic sources.
- Types and processes a variety of legal correspondence and various legal notices and forms.
- Analyzes decisions that include portions of legal, medical and occupational language and/or could have multiple parties and interpreters.
- Checks decisions for accuracy and completeness and requests additional documents and/or makes corrections.
- Communicates with CUIAB Administrative Law Judges (ALJ) and Field Office staff, and Employment Development Department (EDD) staff to ensure accuracy of case information, and/or request missing information and documentation.
- Updates computer records, as necessary, i.e., claimant/employer addresses, new representatives, appeal dates or special notes.
- Reviews and analyzes a variety of appeals to determine the case type, issues and timeliness of the case and types a variety of data into various Electronic Data Management Systems (EDMS).
- Uses independent judgment when reviewing and/or processing case files associated with multiple departmental programs.
- Applies knowledge of the various programs (UT, DI, Tax, Ruling, Multis, WIN, TEUC, etc.) to process cases.
- Review physical and electronic documents and correspondence, maintains follow-up records relating to the case and ensures that legal notices and other legal forms are types, prepared and processed to meet legal requirements and deadlines.
- Handles sensitive and complex program cases and works independently with little supervision.

- Receives and screens a variety of telephone calls and provides stakeholders relevant information.
- Contacts claimants, EDD representatives, and employer representatives to obtain additional information.
- Types information into the EDMS and adds it to the physical file.
- Counts unregistered file folders weekly.
- Tracks appeal rate and time lapse.
- Operates office equipment and scans pertinent documents into the EDMS.
- Performs other work as required.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:

CUIAB, Administrative Services/Personnel Section

ATTN: Srey Touch, Personnel Technician
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

PLEASE NOTE:

- **Please write Position Action # “1112-143G6” on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.**
- **A typing certificate with a minimum speed of 45 WPM is required prior to appointment.**